

***NATIONAL WEATHER SERVICE ALASKA REGION SUPPLEMENT 03-2003
APPLICABLE TO NWSI 10-1804
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***Operations and Services
Service Outreach, NWSPD 10-18
Service Outreach Reporting Requirements, NWSI 10-1804
ALASKA OUTREACH REPORTING REQUIREMENTS***

NOTICE: This publication is available at: <http://www.nws.noaa.gov/directives/>

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SUMMARY OF REVISIONS: This supplement supersedes: Regional Operations Manual Letter (ROML) A-03-01, “Monthly Activity Reports,” dated March 30, 2001, filed with Weather Service Operations Manual (WSOM) Chapter A-10; Instruction Memorandum AR-02-08, “Change to Monthly Activity Report and Replacement of Appendix A to ROML A-03-01,” dated August 21, 2002, filed with ROML A-03-01; and ROML A-08-00, “Customer and Partner Outreach,” dated September 1, 2000, filed with WSOM Chapter C-50.

The section numbers in this supplement refer to the section numbers in NWS Instruction 10-1804.

signed	07/01/03
Richard C. Przywarty	Date
Regional Director	

Service Outreach Reporting Requirements

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1. Objective. This supplement provides policy and procedures for service outreach reporting that are unique to the Alaska Region.

2. Reporting Requirements. All offices in Alaska will report service outreach activities to Alaska Region Headquarters (ARH). This requirement applies to the Weather Service Offices (WSO), Weather Forecast Offices (WFO), Alaska Aviation Weather Unit (AAWU), Center Weather Service Unit (CWSU), Alaska-Pacific River Forecast Center (APRFC), West Coast/Alaska Tsunami Warning Center (WC/ATWC), and ARH.

2.1 Annual Service Outreach Report. The Awareness Branch at the Office of Climate, Water, and Weather Services at National Weather Service Headquarters (NWSH) requires the Regional Headquarters offices to submit an Annual Service Outreach Report (see NWSI 10-1804 for more information).

WFO Warning Coordination Meteorologists (WCM) will submit a Warning Coordination Report to the Alaska Region Warning Program Manager by October 10th of each year. These reports are combined with outreach information supplied to the Region throughout the year to compile the Annual Service Outreach Report. Appendix A contains the format for the Annual Warning Coordination Report.

2.2 Online Outreach Activity Report. All Alaska Region personnel should use the online Outreach Activity Report form on the Regional Intranet to report their outreach activities to the Environmental and Scientific Services Division (ESSD) at ARH. This will enable ESSD to track the topics that are important to Alaskans and provide sufficient outreach resources and coordination among the field offices. Diversity and EEO program related activities should be reported to the EEO/Diversity Manager through this mechanism as well.

Activities that should be reported online include, but are not limited to, media interviews, office tours, presentations and speeches, special briefings, significant visitors, customer/partner meetings, participation in community or school events, job shadowing, and ship visits. Reports should be submitted on an event-driven basis; do not wait until the end of the month to send in the reports.

Entries will often be included in reports compiled for offices at NWSH, so content should be appropriately descriptive and thorough with that audience in mind. Information entered into the online activity report should be submitted in complete and grammatically correct sentences written in third person perspective (i.e., “Walter Waters, Senior Forecaster, WFO Fairbanks, gave an office tour...” rather than, “I gave an office tour...”).

The online form can be accessed through the Regional Intranet at:

<http://www2.oa.nwsar.gov/outreach.html>

Appendix B provides a snapshot of this reporting page.

2.3 Monthly Activity Report. WSOs should submit a Monthly Activity Report to ARH by the 10th of each month via E-mail. Address the report to the following Regional staff members:

1. Regional Director’s Secretary
2. DATAC’s Secretary
3. DATAC’s Port Meteorological Officer/Upper Air Program Manager
4. Systems Operations Division’s Secretary
5. ESSD’s Marine/Public/Warning Program Manager
6. APRFC’s Hydrologic Technician

The Monthly Activity Report is comprised of the following sections:

- 1) Monthly Service Counts – A tally of activities such as marine broadcasts, aviation contacts, required station visits, and general weather briefings.
- 2) Other Items of Interest – Any other information you would like the Regional Director and Regional staff to know. Examples include unique local events and interesting events in the lives of office staff members.

Appendix C provides a sample format of the report. Applicable sections should be completed and the entire report sent as an E-mail attachment to the ARH staff listed above.

2.4 Semi-Annual Spotter Expansion Report. WCMs will report their activities related to the development of spotter networks twice per year to ESSD. Reports are due March 20th and September 20th each fiscal year and include information about the number of spotters trained, the number of spotter courses held, the percentage of zones containing trained spotters, the total number of spotters, and the funds spent on spotter network development over the period. These

reports will include all spotter recruiting activities accomplished within the WFO area of responsibility, including those conducted by WSO personnel. A detailed reporting schedule and a report template may be found on the Alaska Region Intranet at:

<http://www.oa.nwsar.gov/admin/resource/reports.htm>

Address the report to ESSD's Marine/Public/Warning Program Manager. Appendix D also includes a sample format of the report.

APPENDIX A – ANNUAL WARNING COORDINATION REPORT TEMPLATE

WFO _____

Date: 9/30/_____

1. Percentage of operational shifts worked by WCM _____
2. Percentage of county/local emergency management officials contacted at least once during the past fiscal year concerning WCHA activities _____
3. Number of external drills on:
 Severe Wx _____ Flood/Flash Flood _____ Tsunami _____
 Winter _____ Other _____ What type? _____
4. Number of in-house drills on:

Tornado/Severe Wx	_____	Flood/Flash Flood	_____
Winter Storm	_____	Civil Emerg.	_____
Hazardous Mat.	_____	Tsunami	_____
Aircraft Accident	_____	Service Backup	_____
Comms Failure	_____	Power Failure	_____
5. Number of NOAA/FEMA courses conducted:
 Creating and Maintaining Spotter Groups _____
 Hazardous Weather and Flood Preparedness _____
 Warning Coordination _____
 Other _____
6. Number of dedicated two-way communications links (e.g., radio, NAWAS, etc.) _____

APPENDIX B – ONLINE OUTREACH ACTIVITY REPORT TEMPLATE

National Weather Service, Alaska Region Headquarters, AK - Netscape


File Edit View Go Communicator Help

Back Forward Reload Home Search Netscape Print Security Shop Stop

Bookmarks Location: <http://www2/outreach.html> What's Related




Capital City We WebMail Channels RealPlayer

For Internal Use Only



National Weather Service
Alaska Region Headquarters

222 West 7th Avenue #23, Room 517
Anchorage, AK 99513-7575
(907) 271-5088 (Voice)
(907) 271-3711 (Fax)

Alaska Region Outreach Interface

Alaska Region employees should use this form to report their outreach activities to the regional Public Affairs Officer. With the increasing number of "hot" weather-related news stories like El Nino, climate change, drought, severe storm preparedness, and others, it has become necessary to have a clearinghouse for these activities. From your reports, we can better track the topics that are important to Alaskans and provide a sufficient level of coordination among our offices.

Reports detailing press conference activities should be submitted by station managers via email to Tracey Lake (Tracey.Lake@noaa.gov). This form is to be used for all other outreach activities.

Alaska Region Outreach Report Form

NWS Representative:

Office:

Date:

Priority: ☒ Low ☐ High

Activity Type:

- Community Event
- Customer Feedback
- Drill/Exercise
- Media Inquiry
- Media Interview
- Office Tour
- Presentation**
- School Outreach
- Ship Visit
- Show/Exposition

Class/Course

- Meeting/Conference
- Other
- Public Outreach
- Recruitment

Brief Description of Interaction:

Taught weather spotter course in Tok; 12 people in attendance.

This online form may be accessed at <http://www2.oa.nwsar.gov/outreach.html>

APPENDIX C – MONTHLY ACTIVITY REPORT TEMPLATE**Monthly Activity Report**

(Due by the 10th of each month)

Station: _____

Month/Year : _____

Part 1. Monthly Service Count

Service Provided	Count
Surface Observations (Augmented ASOS, MAPSO, SCD, Spotter, Soil)	
Upper Air Observations (Scheduled, Special, or PIREP)	
Marine Observations (BBXX, Ice, River, Sea Temperature)	
General Weather Briefings - (conducted in person, over telephone, radio) (Local Forecasts, visits, tours, speaking engagements, interviews)	
Aviation Contacts (By radio, telephone, or in person)	
Mike in Hand Briefings	
Marine Briefings (HF, VHF, telephone, in person)	
Live Broadcasts (scheduled or special HF, VHF, AM, FM, TV)	
Other Broadcasts (NWR, AWL, AM, FM, FAX)	
Ship Visits	
FAM Floats	
Required Station Visits (ARTCC, FSS, A-Paid, SAWRS, WSO, CO-OP)	
Forecasts (STF, Marine, Warning, Watch, Advisory, Record Report)	
Other: (Any other count or category deemed significant is also welcome)	

Part 2. Other Items of Interest

APPENDIX D – SEMI-ANNUAL SPOTTER EXPANSION REPORT TEMPLATE

Semi-Annual Spotter Expansion Report

WFO _____

Date _____

Number of spotter courses held this 6-month period _____

Number of spotters trained this 6-month period _____

Money (travel funds, outreach materials) spent on spotter expansion this 6-month period _____

Total number of trained spotters _____

Percentage of zones with trained spotters _____